

# What You Can Do in Excel

**M**icrosoft Excel is one of the world's most popular spreadsheet programs. You could create worksheets on ledger paper and use a calculator or draw charts on graph paper, but Excel makes these tasks and others related to managing

numeric information easier. You can use the program to create worksheets, databases, and charts. Without a doubt, you could perform the following functions manually, but you can use Excel to make them easier.

## Lay Out a Worksheet

When you sit down to develop a worksheet with a pencil and ledger paper, you do not always have all the information to complete the design and layout of the worksheet. Ideas may occur to you after you sketch the layout of your worksheet. After you are finished jotting down the column headings and the row headings, you might think of another column or row that you did not include. If you are working with pencil and paper, restructuring the layout of a worksheet can be tedious and time-consuming. With Excel, you can easily insert columns and rows as well as move information from one location to another.

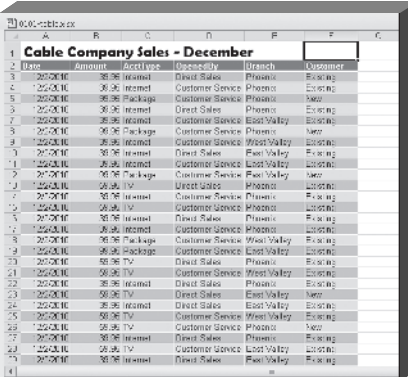
## Calculate Numbers

Think about the tasks involved in managing your checkbook register. You subtract the amount of each check written and add the deposits to the running balance. You then use your bank statement to balance your checkbook, and it is not at all uncommon to find math errors in your checkbook. So, you must then recalculate the numbers in your checkbook register and jot down the new answers. If you set up an Excel workbook to do the same tasks, you can use formulas that subtract checks and add deposits. You enter the formulas only once and simply supply the amounts of your checks and deposits, much as you record them in your checkbook register. When you change the numbers in the workbook, Excel uses the formulas to recalculate

the information in your workbook and instantly gives you the new answers — in most cases, without the associated math errors.

## Organize, Sort, and Filter Lists

You can create tables to organize your data in lists. For example, you can create inventory lists, employee lists, customer lists, student grade lists, and sales records. In Excel, you can add, delete, sort, search, and display records in the list as often as required to maintain the list. You can sort data on the worksheet alphabetically and numerically in ascending or descending order. For example, you can sort sales records in chronological order by dates. You can also use the AutoFilter feature to quickly find information that meets a specific criterion or to find the top or bottom ten values in the list without sorting.



	Date	Amount	Product	Salesperson	Region
1	12/01/01	35.95	Internet	Direct Sales	Phoenix
2	12/01/01	35.95	Internet	Direct Sales	Phoenix
3	12/01/01	35.95	Internet	Direct Sales	Phoenix
4	12/01/01	35.95	Internet	Direct Sales	Phoenix
5	12/01/01	35.95	Internet	Direct Sales	Phoenix
6	12/01/01	35.95	Internet	Direct Sales	Phoenix
7	12/01/01	35.95	Internet	Direct Sales	Phoenix
8	12/01/01	35.95	Internet	Direct Sales	Phoenix
9	12/01/01	35.95	Internet	Direct Sales	Phoenix
10	12/01/01	35.95	Internet	Direct Sales	Phoenix
11	12/01/01	35.95	Internet	Direct Sales	Phoenix
12	12/01/01	35.95	Internet	Direct Sales	Phoenix
13	12/01/01	35.95	Internet	Direct Sales	Phoenix
14	12/01/01	35.95	Internet	Direct Sales	Phoenix
15	12/01/01	35.95	Internet	Direct Sales	Phoenix
16	12/01/01	35.95	Internet	Direct Sales	Phoenix
17	12/01/01	35.95	Internet	Direct Sales	Phoenix
18	12/01/01	35.95	Internet	Direct Sales	Phoenix
19	12/01/01	35.95	Internet	Direct Sales	Phoenix
20	12/01/01	35.95	Internet	Direct Sales	Phoenix
21	12/01/01	35.95	Internet	Direct Sales	Phoenix
22	12/01/01	35.95	Internet	Direct Sales	Phoenix
23	12/01/01	35.95	Internet	Direct Sales	Phoenix
24	12/01/01	35.95	Internet	Direct Sales	Phoenix
25	12/01/01	35.95	Internet	Direct Sales	Phoenix
26	12/01/01	35.95	Internet	Direct Sales	Phoenix
27	12/01/01	35.95	Internet	Direct Sales	Phoenix
28	12/01/01	35.95	Internet	Direct Sales	Phoenix
29	12/01/01	35.95	Internet	Direct Sales	Phoenix
30	12/01/01	35.95	Internet	Direct Sales	Phoenix

## View Data

When working with a large worksheet on ledger paper, such as a financial statement, you might have to use a ruler to compare figures on a far portion of the worksheet. You might even find yourself folding the ledger paper to bring the columns you want to compare close together. In Excel, you can split the worksheet into two or four panes to view distant figures side by side. That way, you can easily see the effects of asking “What happens when I change this value?” to project changes. You can also temporarily hide intermediary columns so distant figures appear right next to each other as you work.

## Make Editing Changes

To correct a mistake on ledger paper, you have to use an eraser or you have to reconstruct the entire worksheet. With Excel, you can overwrite data in any cell in your worksheet. You can also quickly delete data in one cell or in a group of cells. And when you accidentally make mistakes that overwrite original data while using Excel, you do not have to retype or reconstruct information. Instead, you can just restore the data by using the Undo button.

## Check Spelling

You no longer have to manually proofread your work. When you use Excel’s AutoCorrect feature, Excel corrects commonly made mistakes as you type — and you can add your own personal set of common typos to the list. In addition, before you print, you can run spell check to search for misspellings. If you are a poor typist, this feature enables you to concentrate on calculating your numbers while Excel catches spelling errors.

## Make Formatting Changes

Excel easily enables you to align data in cells; center column headings across columns; adjust column width; and display numbers

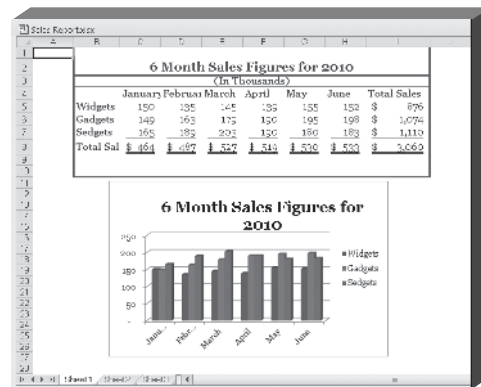
with dollar signs, commas, and decimal points. You can experiment with the settings until the worksheet appears the way that you want it and then you can print it. You can boldface, italicize, and underline data as well as change fonts and font sizes. Excel also lets you shade cells, add borders, and apply styles to improve the appearance of a worksheet.

## Preview Before Printing

You can preview your worksheet to see how it will look when you print it. You can also add headers and footers and adjust page breaks before you print.

## Chart Numeric Data

Numbers form the foundation of charts. Manually creating charts is time-consuming and takes some artistic skill. In Excel, creating charts is quick and easy. You can track the sales trends of several products with a chart. You also can make as many “What if?” projections as you want in the worksheet by increasing and decreasing the numbers used in the chart; as you change the numbers in the worksheet, Excel instantly updates the chart. Excel’s charts let you simultaneously view the sales trends in a picture representation on-screen and the numbers in the worksheet, making your sales forecasting more efficient.



# Start and Close Excel

**Y**ou can start the Excel program by using the Windows Start menu. When you open the Start menu, the Windows search field appears at the bottom and the All Programs choice appears immediately above the search field. Once you select All Programs, Windows displays folders that contain the programs installed on your computer. The shortcut to start Excel appears in the Microsoft Office folder. After you select Excel from the Microsoft Office folder several times, it will appear on the Start menu in the list of recently opened programs. You can select

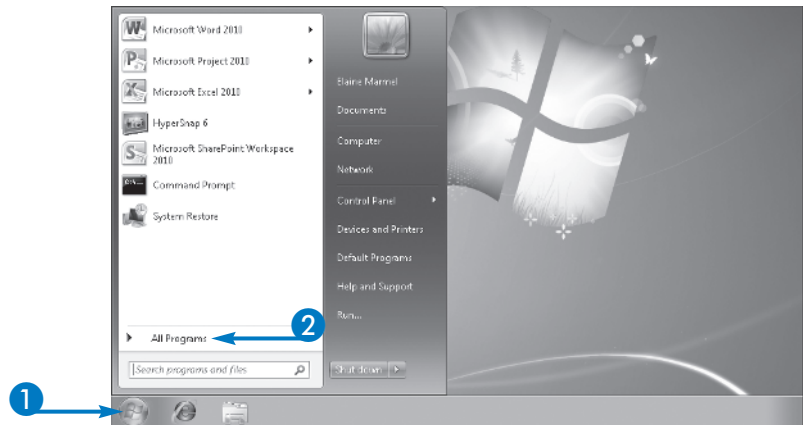
Microsoft Office Excel 2010 from that list to open the program. If you use Excel regularly, you may want to pin Excel to the Start menu or Windows taskbar or create a shortcut for it so you can open it more quickly.

You can close Excel by using a command in Backstage view or you can use the Close button in the upper-right corner of the Excel window. Excel's behavior when you close the program depends on the method you choose to close the program, the number of workbooks you have open, and whether you have made changes to any of the open workbooks.

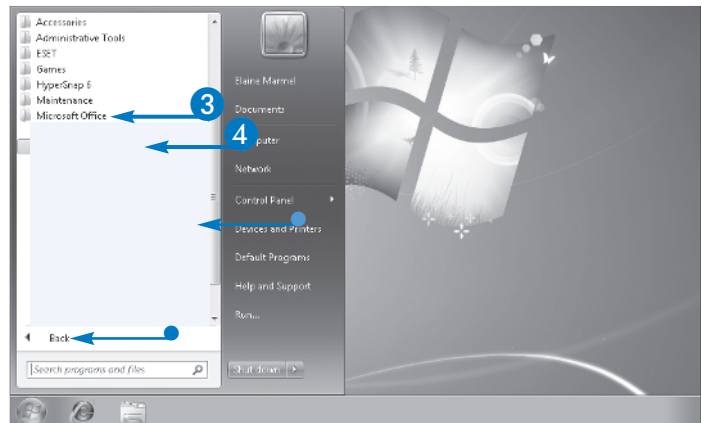
## Start and Close Excel

### Start Excel

- 1 Click the Start button.  
The Start menu opens.
- 2 Click All Programs.



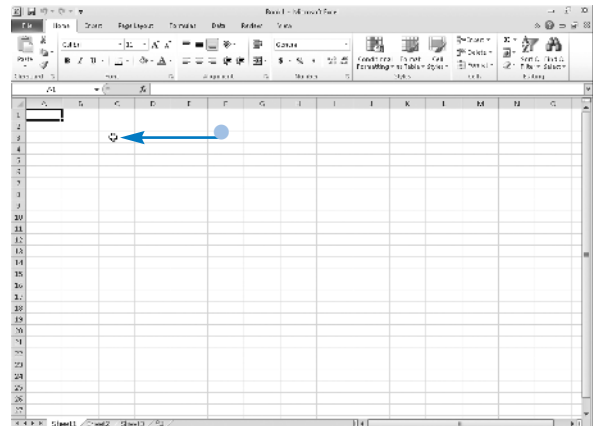
- All Programs changes to Back.
- 3 Click Microsoft Office.  
The list of installed Microsoft Office programs appears.
  - 4 Click Microsoft Excel 2010.



The main window for Excel opens.

- The cell pointer (➤) appears as you move the mouse over cells in the worksheet. You use the cell pointer to select cells.

**Note:** See Chapter 4 for more on selecting cells.



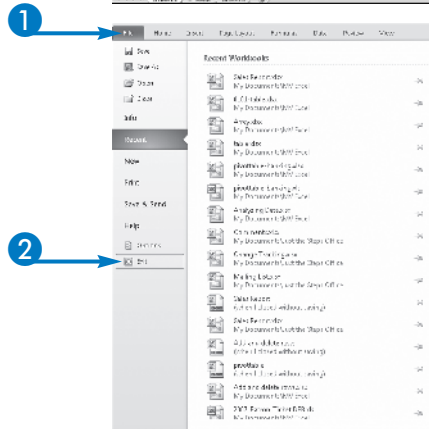
## Close Excel

- 1 Click the File tab.

Backstage view appears.

- 2 Click Exit.

Excel closes all open workbooks.



### Does Excel prompt me to save before closing the program?

- ▼ If you have not made any changes to the workbook, Excel closes without prompting you to take any further action. However, if you have made changes to an open workbook, Excel prompts you to save the workbook. After you respond to the prompt, Excel closes regardless of whether you save the workbook.

### Can I click the X in the upper-right corner to close Excel?

- ▼ Yes. But if you have more than one workbook open, Excel closes only the active workbook instead of the program. You must click the X in the upper-right corner of each open workbook. When you click the X while viewing the last open workbook, both the workbook and the program close. Before Excel closes any workbook you have changed, Excel prompts you to save the workbook.

### What happens if I pin Excel to the taskbar?

- ▼ A button for Excel always appears on the Windows taskbar. To pin Excel to the taskbar, complete steps 1 to 3, right-click on Microsoft Excel 2010, and then click Pin to Start Menu.

### How do I create a desktop shortcut?

- ▼ To create a desktop shortcut for Excel, complete steps 1 to 3, right-click on Microsoft Excel 2010, click Send To, and then click Desktop (Create Shortcut).

# Understanding the Excel Screen

**E**ach time you open Excel, you see a new workbook named Book1 that contains three worksheets.

## **A Title Bar**

Displays the name of the workbook and the name of the program.

## **B Quick Access Toolbar**

By default, this contains buttons that enable you to save, undo your last action, and redo your last action. You can also add buttons to this toolbar; see Chapter 30 for more.

## **C Ribbon**

Contains most Excel commands, organized on tabs. See the section “Understanding the Ribbon” for more.

## **D Formula Bar**

Composed of three parts, the Formula Bar contains the Name box, buttons that pertain to entering data, and the contents of the currently selected cell.

## **E Worksheet Area**

The place where you enter information into Excel, divided into rows and columns.

## **F Worksheet Tabs**

These identify the worksheet on which you are currently working. You can switch worksheets by clicking a worksheet tab.

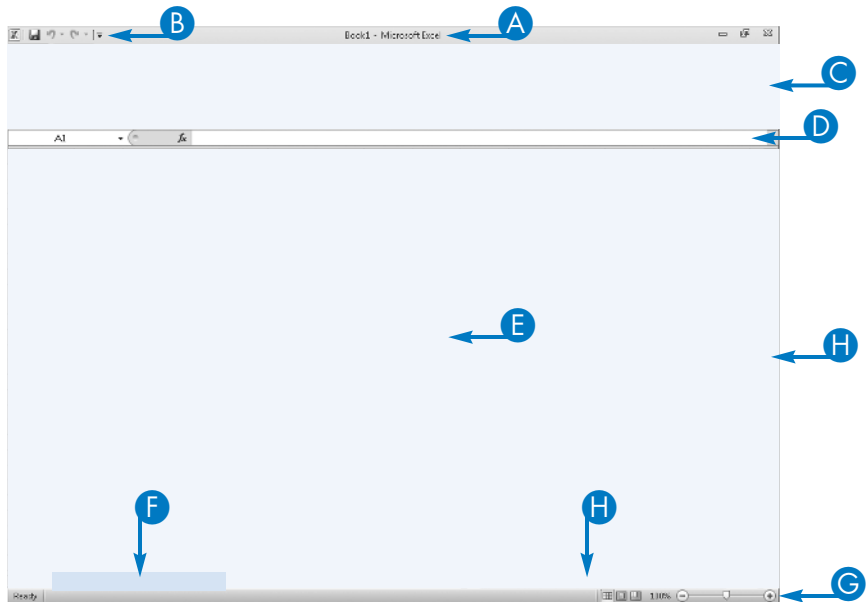
## **G Status Bar**

This displays Excel’s current mode, such as Ready or Edit, and identifies any special keys you press, such as Caps Lock. The

status bar also contains View buttons that you can use to switch views and a Zoom control to help you zoom in or zoom out. See Chapter 8 for more on views and zooming.

## **H Scroll Bars**

These enable you to view more rows and columns.



# Learn Excel Terminology

**P**resented next is a series of terms you need to know as you work with Excel.

## Workbook

A *workbook* is a file in which you store your data. Think of a workbook as a three-ring binder. Each workbook contains at least one worksheet, and a new workbook contains three worksheets, named Sheet1, Sheet2, and Sheet3. People use worksheets to organize, manage, and consolidate data. You can have as many worksheets in a workbook as your computer's memory permits.

## Worksheet

A *worksheet* is a grid of columns and rows. Each Excel workbook contains 1,048,576 rows and 16,384 columns. Each column is labeled with a letter of the alphabet; the column following column Z is column AA, followed by AB, and so on. The last column in any worksheet is column XFD. Each row is labeled with a number, starting with row 1 and ending with row 1,048,576.

## Cell

A *cell* is the intersection of a row and a column. Each cell has a unique name called a *cell address*. A cell address is the designation formed by combining the column and row names in column/row order. For example, the cell at the intersection of column A and row 8 is cell A8, and A8 is its cell address.


## Range




The term *range* refers to a group of cells. A range can be any rectangular set of cells. To identify a range, you use a combination of two cell addresses: the address of the cell in the

upper-left corner of the range and the address of the cell in the lower-right corner of the range. A colon (:) separates the two cell addresses. For example, the range A2:C4 includes the cells A2, A3, A4, B2, B3, B4, C2, C3, and C4.

## Formula Bar

The *Formula Bar* is composed of three parts. At the left edge of the Formula Bar, the Name box displays the location of the currently selected cell.

The Cell Contents area appears on the right side of the Formula Bar and displays the information stored in the currently selected cell. If a cell contains a formula, the formula appears in the Cell Contents area, and the formula's result appears in the active cell. If the active cell contains a very long entry, you can use  at the right edge of the Cell Contents area to expand the size of the area vertically.

Between the Name box and the Cell Contents area, buttons appear that help you enter information. Before you start typing in a cell, only the Function Wizard button () appears, as described in Part III; you can use this button to help you enter Excel functions. Once you start typing, two more buttons appear; click  to accept the entry as it appears in the Cell Contents area or click  to reject any typing and return the cell to the way it appeared before you began typing.

# Understanding the Ribbon

To accomplish tasks in Excel, you use commands that appear on the Ribbon. You no longer open menus to find commands; buttons for commands appear on the Ribbon. Do not worry if you do not find a particular command

on the Ribbon; it is still available, and if you use it often, you can add it to the Ribbon or the Quick Access Toolbar, which appears by default above the Ribbon. See Chapter 28 for more on customizing the Ribbon and the Quick Access Toolbar.

On the Ribbon, you find tabs, which take the place of menus in Excel 2010. Each tab contains a collection of buttons that you use to perform a particular action. On each tab, buttons with related functions appear in groups. For example, on the Home tab, you find seven groups: Clipboard, Font, Alignment, Number, Styles,

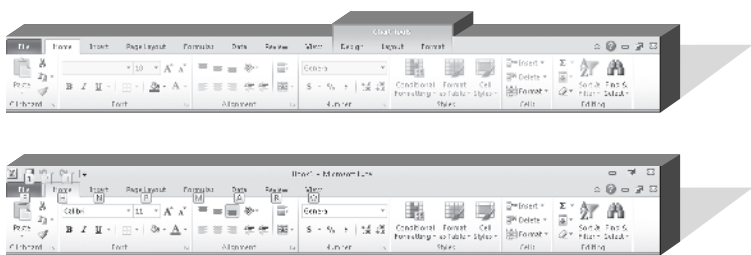
Cells, and Editing. In the lower-left corner of some groups, you see a Dialog Box Launcher button (☐) that you can click to see additional options that you can set for the group. By default, the Ribbon contains seven tabs, described in the following table.

Tabs on the Ribbon	
Tab	Purpose
Home	This tab helps you format and edit a worksheet.
Insert	This tab helps you add elements, such as tables, charts, PivotTables, hyperlinks, headers, and footers.
Page Layout	This tab helps you set up a worksheet for printing by setting elements such as margins, page size and orientation, and page breaks.
Formulas	This tab helps you add formulas and functions to a worksheet.
Data	This tab helps you import and query data, outline a worksheet, sort and filter information, validate and consolidate data, and perform What-If analysis.
Review	This tab helps you proof a worksheet for spelling errors and also contains other proofing tools. From this tab, you can add comments to a worksheet, protect and share a workbook, and track changes that others make to the workbook.
View	This tab helps you view your worksheet in a variety of ways. You can show or hide worksheet elements, such as gridlines, column letters, and row numbers. You can also zoom in or out.

In addition to these seven tabs, Excel displays *contextual tabs*, which are tabs that appear because you are performing a particular task. For example, when you select a chart in a workbook, Excel adds the Chart Tools tab behind the View tab. The Chart Tools tab contains three tabs of its own: Design, Layout, and Format. As soon as you select something other than the chart in the workbook, the Chart Tools tab and its three subtabs disappear.

To use the commands on the Ribbon, you simply click a button. If you prefer to use a keyboard, you can press the Alt key; Excel displays keyboard characters that

you can press to select tools on the Quick Access Toolbar and tabs on the Ribbon. If you press a key to display a tab on the Ribbon, Excel then displays all the keyboard characters you can press to select a particular command on the Ribbon tab.





# Work with the Mini Toolbar and Context Menu

**Y**ou can use the Mini toolbar and the Context menu to help you quickly format text without switching to the Home tab. The Mini toolbar and the Context menu always appear together when you right-click on cells that contain text or numbers, shapes, text boxes, WordArt, pictures, charts, Clip Art, or SmartArt.

In most cases, the Mini toolbar and the Context menu contain a combination of the most commonly used commands available in the Clipboard, Font, Alignment, and Number groups on the Home tab.

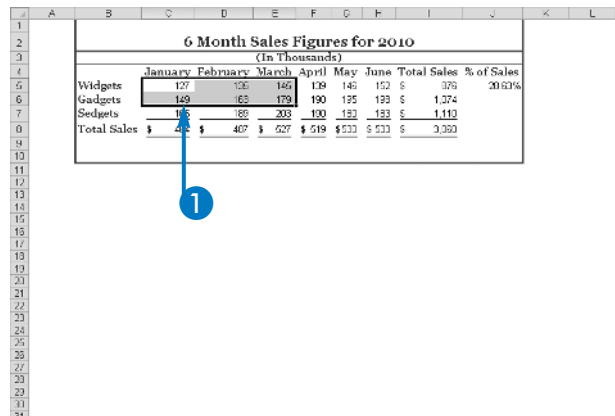
You will notice, though, that the commands on the Mini toolbar change when you select pictures, charts, Clip Art, or SmartArt to reflect the commands you need when working with these types of objects.

The commands that appear on the Context menu, also called a shortcut menu, also change depending on the content of the cells or the type of object with which you are working. That is, Excel displays only those commands on the menu that are relevant to the information in the cells or the type of object you select; this is how the menu got its name.

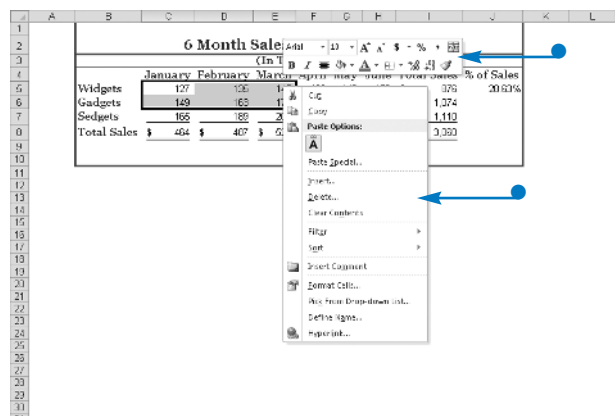
## Work with the Mini Toolbar and Context Menu

- 1 Select a cell or range of cells.

**Note:** See Chapter 4 for more on selecting cells.



- 2 Right-click on the selection.
  - The Mini toolbar and Context menu appear, with the Mini toolbar above the Context menu.





# Work with Backstage View

**Y**ou can use Backstage view to manage files and program options. Backstage view is new to Excel 2010 as well as other Office 2010 products. Backstage view replaces the menu that appeared in Excel 2007 when you clicked the Office button. The Office button is also gone from Excel 2010 and other Office 2010 programs; the File tab appears in place of the Office button in Excel 2010 and all Office 2010 programs.

A list of actions — commands — appears down the left side of Backstage view. For example, from Backstage view, you can open, save, and close Excel files. You

also can display information about the workbook on-screen in Excel when you open Backstage view, such as file size and the date last modified.

From Backstage view, you can also print and distribute documents; however, before sharing, you might want to remove sensitive information. Finally, from Backstage view, you can set Excel program behavior options.

For more on opening, saving, and closing workbooks, see Chapter 2. See Chapter 8 for more on printing and Chapter 29 for more on sharing workbooks.

## Work with Backstage View

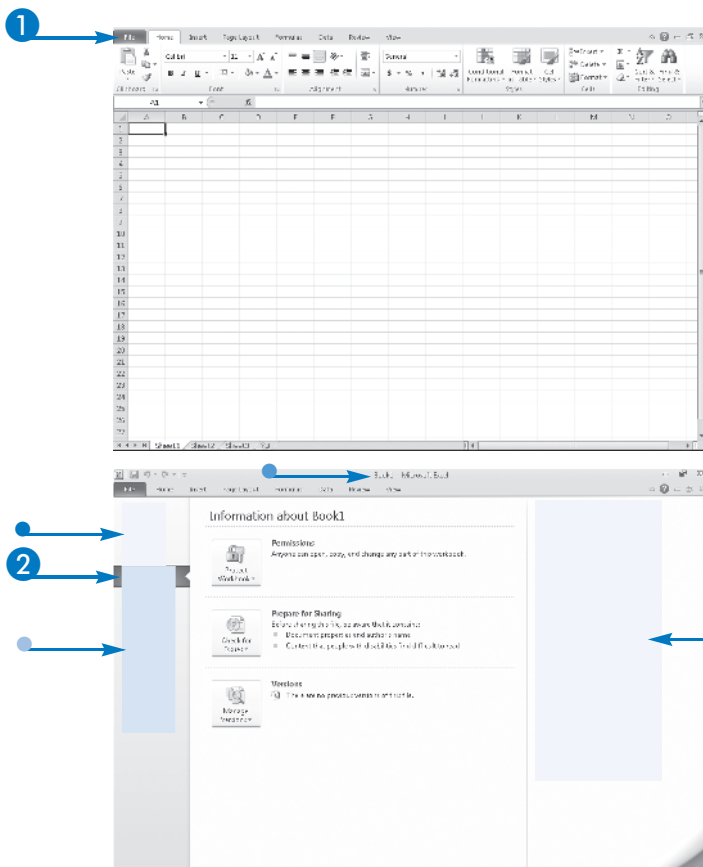
### 1 Click File.

- In Backstage view, commonly used file-management commands appear here.

- The title of the open workbook appears here.
- Buttons that represent other actions you can take appear here.

### 2 Click Info.

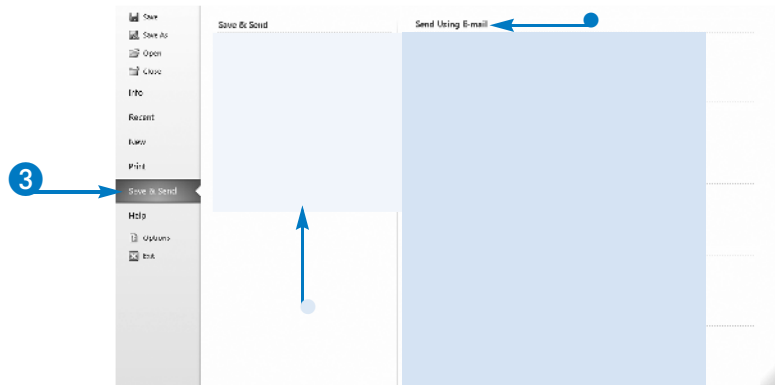
- Information about the workbook on-screen appears here.



- 3 Click an option in the left column.

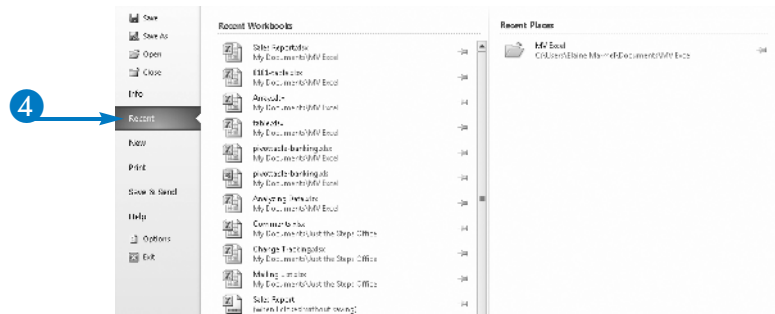
This example shows the results of clicking Save & Send.

- These commands help you share Excel workbooks.
- Clicking buttons in the Save & Send column changes the information that appears here.



- 4 Repeat step 2 until you find the command you want to use.

This example shows the results of clicking Recent, which by default displays the last 20 workbooks opened.



### Is there a way to return to working in Excel without making any selections in Backstage view?

- Yes. You can click File again or you can press Esc. Either action returns you to the workbook that was open when you clicked File to display Backstage view. And although you might be tempted to click Exit, resist the temptation because clicking Exit closes Excel completely.

### What happens if I click the check box at the bottom of the list of Recent Workbooks?

- If you click the Quickly access this number of Recent Workbooks check box, Excel displays — just above Info in the left column — the names of the last four files you opened. You can change the number from 4 to any number between 1 and 20. As you increase the number, you also increase the space required to view the list, and Excel adds scroll bars to the middle and left sides of the screen.

### When I click Recent, Recent Places appears on the far-right side of the screen. What information is here?

- The Recent Places list displays locations from which you recently opened Excel files. When you click a Recent Place, Excel displays the dialog box you use to open workbooks and automatically navigates to the location you clicked.

### What is Recover Unsaved Workbooks?

- Excel saves copies of workbooks you do not save, and you can open these workbooks. For more, see Chapter 2.

# Enter Information

**Y**ou can quickly and easily type text and numbers into your worksheet. Most people use Excel primarily to accomplish math-related tasks, and supplying text labels for the numbers you enter provides meaning to those tasks. Although you can type information into a worksheet in any order, some people find it easier to type labels first because they help users identify the correct place for corresponding numbers.

You enter text by using your keyboard, and you can enter numbers by using either the number keys above the letters on your keyboard or the number pad to the

right of the letters on your keyboard. To use the numbers on the number pad, you must press the Num Lock key.

By default, when you enter text into a cell, Excel left-aligns it in the cell and assigns it a General format. When you enter a number into a cell, Excel right-aligns it in the cell and assigns it a General format. Excel also recognizes some dates that you type; as a result, it right-aligns them in cells and formats them as dates. Information in a selected cell appears both in the cell and in the Formula Bar. For more on formats, see Chapter 3.

## Enter Information

### Enter Text

- 1 Click a cell.

**Note:** See Chapter 4 for more on selecting cells.

- 2 Type text.

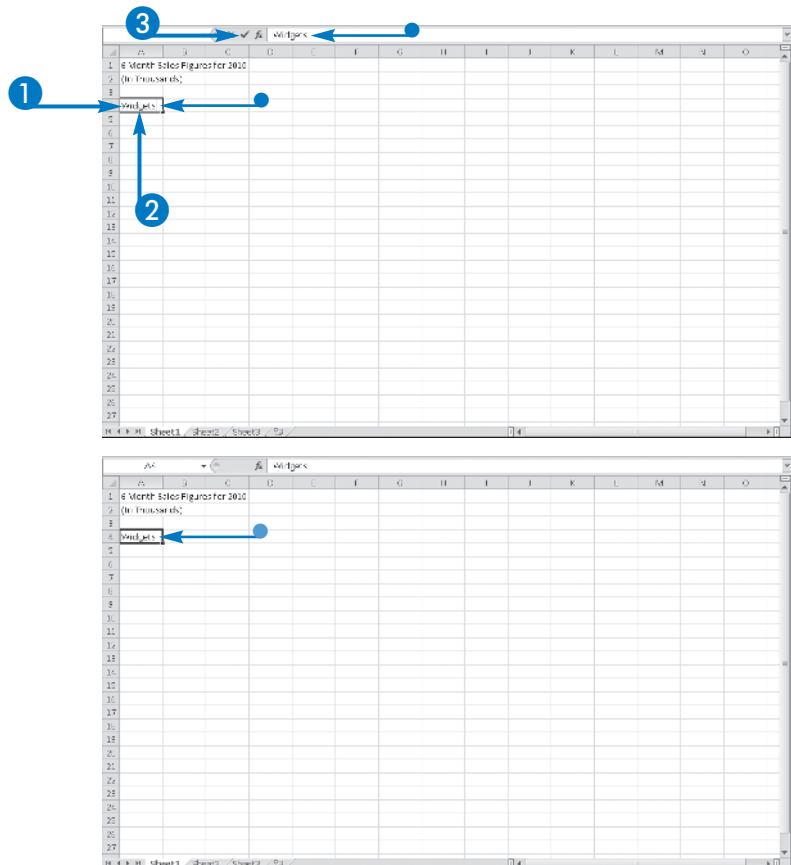
- As you type, the information appears both in the cell and in the Formula Bar.

- 3 Click ☒.

**Note:** If you press Enter, Excel stores the information but moves the active cell down one cell.

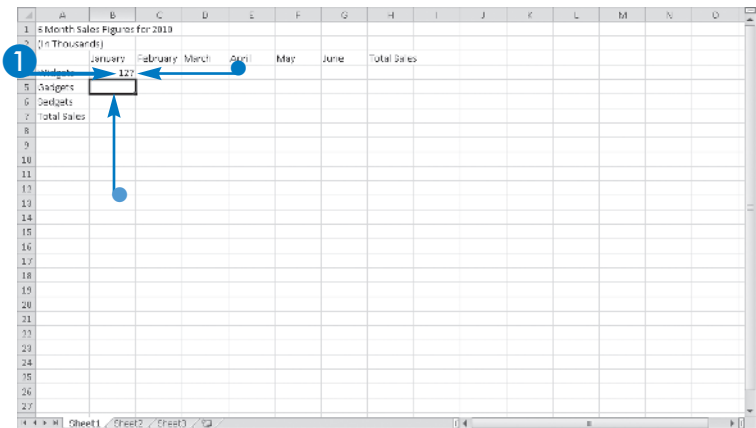
- The active cell continues to be the cell you selected in step 1, and the text you typed appears left-aligned.

- 4 Repeat steps 1 to 3 to enter other text labels.



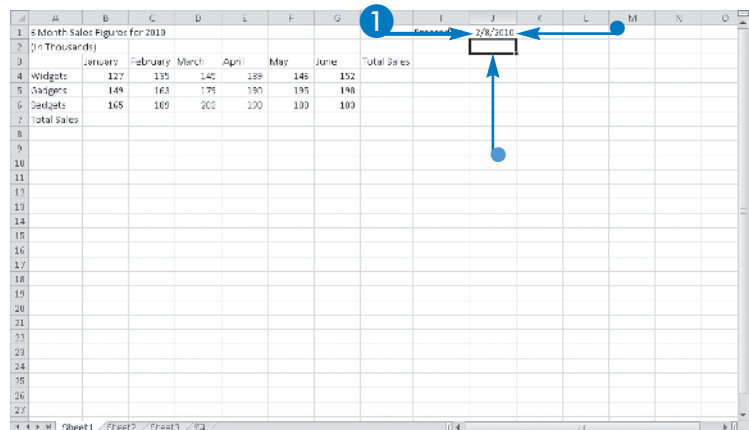
## Enter Numbers

- 1 Select a cell and then type a number.
- 2 Press Enter.
  - The number you typed appears right-aligned in the cell you selected in step 1.
  - The active cell moves down one row.
- 3 Repeat steps 1 and 2 to enter other numbers.



## Enter Dates

- 1 Select a cell.
- 2 Type a date in mm-dd-yyyy or mm/dd/yyyy format (either dashes (-) or slashes (/) will work).
- 3 Press Enter.
  - The date you typed appears right-aligned in the cell you selected in step 1.
  - The active cell moves down one row.
- 4 Repeat steps 1 to 3 to enter other numbers.



### Can I edit or delete the information that I type in a cell?

- ▼ Yes. You can edit the information either as you type it or after you type it by pressing F2 to switch to Edit mode. To edit as you type, just press F2. To edit after you type, click the cell and then press F2. To change an entry completely, enter new information as described in this section. To delete all the information in a cell, select the cell and then press Delete. To delete both information and cell formatting, see Chapter 3.

### Why does my label in cell A1 appear truncated but my label in cell B1 seems to occupy both cells B1 and C1?

- ▼ The information in both cells exceeds their column widths. When an empty cell such as C1 appears beside a cell containing an overly large entry such as B1, information seems to occupy both cells. However, Excel actually stores all the information in cell B1; look at the Formula Bar as you select cell B1 and then cell C1. See Chapter 5 for more.

# Undo and Redo

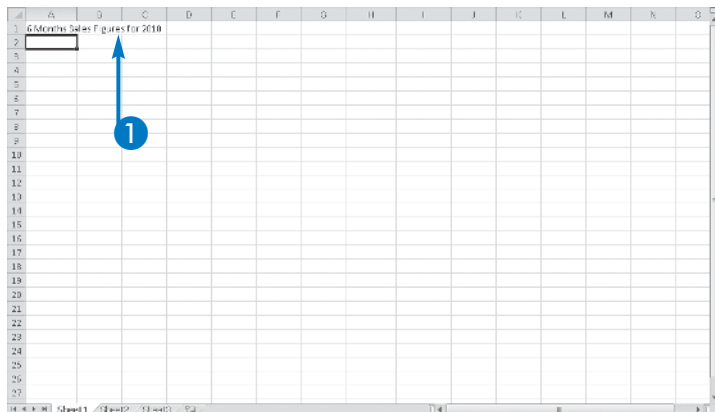
**Y**ou can use the Undo feature in Excel to recover from editing mistakes that might otherwise force you to re-enter data. The Undo feature in Excel is cumulative, meaning that Excel keeps track of all the actions you take until you close the program. When you use the Undo feature, Excel begins by reversing the effects of the last action you took. If you undo four times, Excel reverses the effects of the last four actions you took in the order you took them. For example, suppose you edit a text label and remove some characters. If you undo the action, Excel reinserts those characters.

The Redo feature works like the Undo feature — but in reverse. After you undo an action, you can redo it. If you undo several actions in a row, you can redo all of them in the order you undid them. For example, if you undo typing and then the effects of resizing a column, when you use the Redo feature, Excel first restores the effects of resizing the column. If you immediately use the Redo feature again, Excel restores the typing.

## Undo and Redo

### 1 Perform an action.

In this example, text is typed.

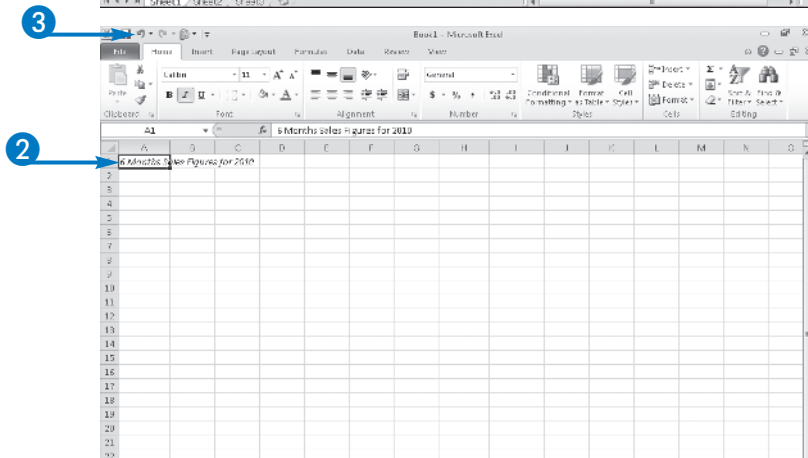


### 2 Perform another action.

In this example, italics are added.

**Note:** See Chapter 3 for more on using italics.

### 3 Click the Undo button (↶).

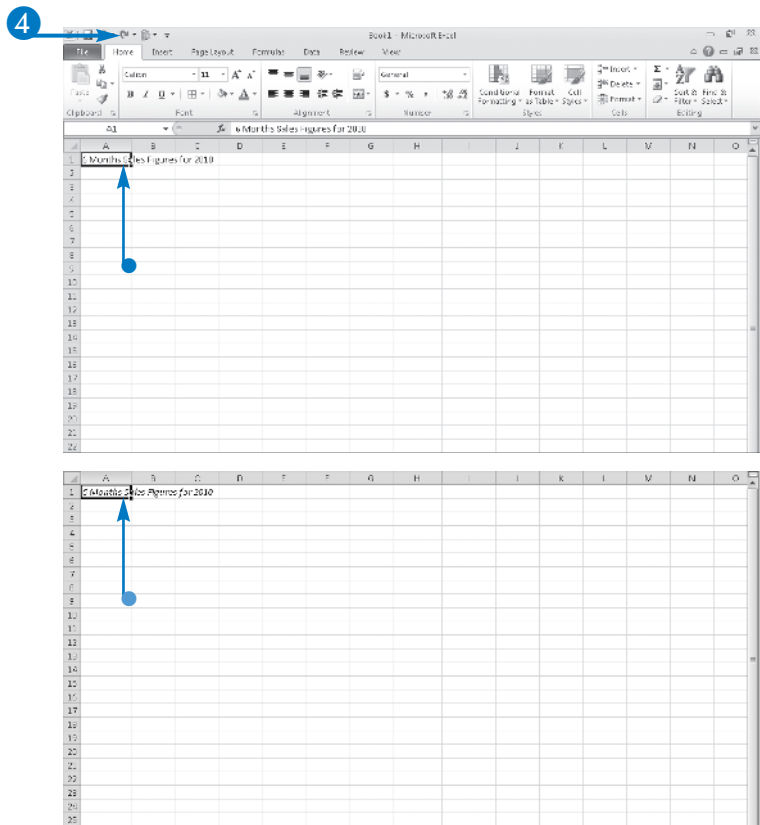


- Excel reverses the last action.

In this example, Excel removes italics.

If you click Undo again in this example, Excel removes the text.

- Click the Redo button (↶).



- Excel reverses the effect of undoing an action by adding back your last one. In this example, Excel reapplies italics.



#### Can I undo more than one action at a time?

- Yes. Click the drop-down arrow (▾) beside the Undo button (↷) to display the list of actions you can undo. Click the oldest action you want to undo, and Excel undoes all the actions from the oldest one you select to the latest, showing you the worksheet at the point in time before you took any of those actions.

#### Can I redo more than one action at a time?

- Yes. The Redo feature works the same way as the Undo feature. To be able to redo more than one action at a time, you must undo multiple actions before you redo them. Then, click ▾ beside the Redo button (↶) to display a list of actions you can redo. Click the oldest action, and Excel redoes all the actions from the oldest to the latest.

#### Why is the Redo button unavailable when the Undo button is available?

- Excel keeps track of all actions you take in all open workbooks and makes those actions available to undo until you close Excel. The Redo button (↶) button will not be available unless there are actions to redo, and actions to redo do not become available until you undo an action. If you then click ↶ to redo the action you undid, then ↶ becomes unavailable because there are no more actions to redo.

# Move Around in a Worksheet

**Y**ou can use arrow keys to move around a worksheet, moving the active cell up, down, left, or right one cell at a time. If you hold down an arrow key, Excel moves the active cell repeatedly in the direction designated by the arrow key. You can also move one screen at a time by using the Page Up and Page Down keys.

To quickly move to the first or last cell in a range, you can take advantage of the End key. You use the End key in combination with the arrow keys to move the

active cell to the top or bottom cell in a column or the left or right cell in a row. When you press the End key, Excel displays End Mode on the status bar to alert you that the active cell will move to the first or last cell in the direction of the arrow key you use.

When you know the address of the cell in which you want to work, you can move directly to that cell by using the Go To dialog box.

## Move Around in a Worksheet

### 1 Click a cell.

- Excel makes the cell you clicked the active cell.

### 2 Press the right arrow key.

- Excel moves the active cell one column to the right.

You can press any arrow key to move the active cell one cell in that direction.

You can press and hold an arrow key to repeatedly move the active cell in that direction.

### 3 Press End.

- The status bar displays End Mode.

Date	Amount	Account Type	Opened By	Branch	Customer
12/22/2010	9.95	VOIP Phone	Direct Sales	Phoenix	Existing
12/22/2010	28.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	29.95	Internet	Customer Service	Phoenix	New
12/22/2010	69.95	Package	Direct Sales	Phoenix	Existing
12/22/2010	9.95	VOIP Phone	Customer Service	East Valley	Existing
12/22/2010	28.95	Internet	Customer Service	Phoenix	New
12/22/2010	59.95	Package	Direct Sales	West Valley	Existing
12/22/2010	39.95	Internet	Direct Sales	East Valley	Existing
12/22/2010	69.95	TV	Customer Service	East Valley	Existing
12/22/2010	58.95	Package	Customer Service	East Valley	New
12/22/2010	29.95	Internet	Direct Sales	Phoenix	Existing
12/22/2010	39.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	69.95	TV	Customer Service	Phoenix	Existing
12/22/2010	9.95	VOIP Phone	Direct Sales	Phoenix	Existing
12/22/2010	28.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	69.95	Package	Customer Service	West Valley	Existing
12/22/2010	69.95	Package	Customer Service	East Valley	Existing
12/22/2010	28.95	TV	Direct Sales	Phoenix	Existing
12/22/2010	58.95	TV	Customer Service	West Valley	Existing
12/22/2010	58.95	TV	Customer Service	West Valley	Existing
12/22/2010	39.95	Internet	Direct Sales	Phoenix	Existing
12/22/2010	69.95	TV	Customer Service	East Valley	New
12/22/2010	9.95	VOIP Phone	Customer Service	East Valley	Existing
12/22/2010	28.95	Internet	Customer Service	West Valley	Existing
12/22/2010	69.95	Package	Direct Sales	Phoenix	New
12/22/2010	69.95	TV	Customer Service	Phoenix	Existing
12/22/2010	28.95	TV	Customer Service	East Valley	Existing
12/22/2010	58.95	Package	Direct Sales	East Valley	Existing
12/22/2010	58.95	Package	Direct Sales	East Valley	Existing
12/22/2010	29.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	69.95	TV	Direct Sales	Phoenix	New
12/22/2010	28.95	Internet	Customer Service	West Valley	Existing
12/22/2010	58.95	TV	Customer Service	East Valley	Existing

Date	Amount	Account Type	Opened By	Branch	Customer
12/22/2010	9.95	VOIP Phone	Direct Sales	Phoenix	Existing
12/22/2010	28.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	29.95	Internet	Customer Service	Phoenix	New
12/22/2010	69.95	Package	Direct Sales	Phoenix	Existing
12/22/2010	9.95	VOIP Phone	Customer Service	East Valley	Existing
12/22/2010	28.95	Internet	Customer Service	Phoenix	New
12/22/2010	59.95	Package	Direct Sales	West Valley	Existing
12/22/2010	39.95	Internet	Direct Sales	East Valley	Existing
12/22/2010	69.95	TV	Customer Service	East Valley	Existing
12/22/2010	58.95	Package	Customer Service	East Valley	New
12/22/2010	29.95	Internet	Direct Sales	Phoenix	Existing
12/22/2010	39.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	69.95	TV	Customer Service	Phoenix	Existing
12/22/2010	9.95	VOIP Phone	Direct Sales	Phoenix	Existing
12/22/2010	28.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	69.95	Package	Customer Service	West Valley	Existing
12/22/2010	69.95	Package	Customer Service	East Valley	Existing
12/22/2010	28.95	TV	Direct Sales	Phoenix	Existing
12/22/2010	58.95	TV	Customer Service	West Valley	Existing
12/22/2010	58.95	TV	Customer Service	West Valley	Existing
12/22/2010	39.95	Internet	Direct Sales	Phoenix	Existing
12/22/2010	69.95	TV	Customer Service	East Valley	New
12/22/2010	9.95	VOIP Phone	Customer Service	East Valley	Existing
12/22/2010	28.95	Internet	Customer Service	West Valley	Existing
12/22/2010	69.95	Package	Direct Sales	Phoenix	New
12/22/2010	69.95	TV	Customer Service	Phoenix	Existing
12/22/2010	28.95	TV	Customer Service	East Valley	Existing
12/22/2010	58.95	Package	Direct Sales	East Valley	Existing
12/22/2010	58.95	Package	Direct Sales	East Valley	Existing
12/22/2010	29.95	Internet	Customer Service	Phoenix	Existing
12/22/2010	69.95	TV	Direct Sales	Phoenix	New
12/22/2010	28.95	Internet	Customer Service	West Valley	Existing
12/22/2010	58.95	TV	Customer Service	East Valley	Existing



#### 4 Press the up arrow key.

- Excel moves the active cell to the first cell in the column containing information.

You can press End with any arrow key to move to the first or last cell in the row or column containing information.

You can press Ctrl+Home to move to cell A1.

#### 5 Press F5.

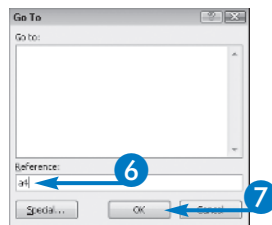
The Go To dialog box opens.

#### 6 Type a cell address.

#### 7 Click OK.

Excel moves the active cell to the cell address you typed.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Amount	Account Type	Opened By	Branch	Customer					
2	12/2/2010	19.95	VOIP Phone	Direct Sales	Phoenix	Existing					
3	12/2/2010	39.95	Internet	Customer Service	Phoenix	Existing					
4	12/2/2010	39.95	Internet	Customer Service	Phoenix	New					
5	12/2/2010	99.95	Package	Direct Sales	Phoenix	Existing					
6	12/2/2010	19.95	VOIP Phone	Customer Service	East Valley	Existing					
7	12/2/2010	39.95	Internet	Customer Service	Phoenix	New					
8	12/2/2010	99.95	Package	Direct Sales	West Valley	Existing					
9	12/2/2010	39.95	Internet	Direct Sales	East Valley	Existing					
10	12/2/2010	69.95	TV	Customer Service	East Valley	Existing					
11	12/2/2010	99.95	Package	Customer Service	East Valley	New					
12	12/2/2010	39.95	Internet	Direct Sales	Phoenix	Existing					
13	12/2/2010	39.95	Internet	Customer Service	Phoenix	Existing					
14	12/2/2010	69.95	TV	Customer Service	Phoenix	Existing					
15	12/2/2010	19.95	VOIP Phone	Direct Sales	Phoenix	Existing					
16	12/2/2010	39.95	Internet	Customer Service	Phoenix	Existing					
17	12/2/2010	99.95	Package	Customer Service	West Valley	Existing					
18	12/2/2010	99.95	Package	Customer Service	East Valley	Existing					
19	12/2/2010	69.95	TV	Direct Sales	Phoenix	Existing					
20	12/2/2010	69.95	TV	Customer Service	West Valley	Existing					
21	12/2/2010	39.95	Internet	Direct Sales	Phoenix	Existing					
22	12/2/2010	69.95	TV	Customer Service	East Valley	New					
23	12/2/2010	19.95	VOIP Phone	Customer Service	East Valley	Existing					
24	12/2/2010	39.95	Internet	Customer Service	West Valley	Existing					
25	12/2/2010	99.95	Package	Direct Sales	Phoenix	New					
26	12/2/2010	69.95	TV	Customer Service	Phoenix	Existing					
27	12/2/2010	69.95	TV	Customer Service	East Valley	Existing					
28	12/2/2010	99.95	Package	Direct Sales	East Valley	Existing					
29	12/2/2010	39.95	Internet	Customer Service	Phoenix	Existing					
30	12/2/2010	69.95	TV	Direct Sales	Phoenix	New					
31	12/2/2010	39.95	Internet	Customer Service	West Valley	Existing					
32	12/2/2010	69.95	TV	Customer Service	East Valley	Existing					



**When I open Excel, I see Sheet1, Sheet2, and Sheet3 at the bottom of the screen. What are these?**

- Every workbook can contain multiple worksheets, represented by tabs at the bottom of the screen. The default names for each worksheet are Sheet followed by a sequential number. To view the content of a particular sheet, click that sheet's tab. You can add and delete worksheets, change their names, and move or copy them; see Chapter 6 for more.

**Where does Excel place the active cell when I move a screen at a time?**

- The active cell remains in the same relative position on the screen when you press the Page Up or Page Down keys. For example, if D10 is the active cell while viewing rows 1 to 27 and you press the Page Down key, then Excel displays D37 as the active cell. However, the active cell does not move if you click in the horizontal scroll bar.

**What happens if I click the Special button in the Go To dialog box?**

- Excel opens the Go To Special dialog box, where you can set special conditions for Excel to use to go to a particular cell. For example, you can opt to select all cells that contain formulas.

**Is there an easy way to move one screen to the right or left?**

- Yes. You can click a blank area in the horizontal scroll bar that runs across the bottom of the screen.